

Annexation Initiation Checklist

General Submittal Requirements	
1.	Signed & notarized Owner Affidavit for every property owner associated with the request
2.	Date
3.	North Arrow and graphic scale
4.	Names, addresses, and email of the owner(s) and the applicant(s). Where these are designated as a partnership, corporation or other business venture, then the names and addresses of all individual parties, officers, directors and/or beneficial owners holding more than a 5-percent interest in the project shall be identified.
5.	Location of the city limits and the nearest boundary of the UGB.
6.	Parcel Number
7.	Hillside/Hillcrest Overlay District and associated 500-foot buffer location and limits, if applicable.
8.	Watercourses, conveyances, springs (perennial only), Water bodies, Floodway Fringe Overlay (FFO) Zoning Boundary, Floodway Overlay (FWO) Zoning Boundary, wetlands, and drainage basin where the site is located.
9.	Acreage of the property.
10.	Existing structures and buildings within the property/properties.
11.	All National Register properties within 500' of site
12.	A general statement identifying the Design Concept(s) assigned to the property through Envision Franklin and indicate how the proposed development or zoning meets the goals of Envision Franklin.